

**Workforce Investment Board of Lucas County  
By the Authority of the Lucas County Commissioners**

**REQUEST FOR PROPOSAL  
FY 06-07**

**For the Selection of Contractor(s) for:**

**Workforce Investment Act-Title I  
Youth Providers**

**FOR:**











**In-School and  
Out-of-School Youth Programs**

**Issued by:  
Lucas County Workforce Development Agency  
1301 Monroe St.  
Toledo, Ohio 43624**

**Eric J. Walker  
Director  
Lucas County Workforce Development Agency**

**Lucas County Workforce Development Agency (“LCWDA”)** is issuing this Request for Proposal (RFP) to solicit interested parties possessing the expertise and capacity to provide programming for In-school and Out-of-school Youth Programming to be approved by the Workforce Investment Board of Lucas County (“WIB”). Additionally, activities for youth include the required ten (10) elements for youth programming described in the Workforce Investment Act of 1998. At a minimum, 50 percent of the funds shall be used to provide youth activities to out-of-school youth. The expected term for a contract awarded under this solicitation is approximately for two (2) years beginning on/about July 1, 2005 and extending through June 30, 2007. The contract may be renewed at LCWDA’s option for an additional two (2) years if performance outcomes are successfully achieved.

The successful bidder will provide services in the following areas for Youth programming to ensure its youth system includes the following requirements of the WIA:

-   Focus on intensive year-round programs;
-   Emphasis on goal setting and long term outcomes;
-   Increased focus on academic achievement aligned with state education requirements and post secondary readiness;
-   Delivery of ten (10) specific WIA youth program elements; and
-   Twelve-month post program follow-up for all youth.

RFP packages may be obtained by contacting Eric Walker at (419) 213-6300, Monday through Friday between 8:30 a.m. and 4:30 p.m. A bidder’s conference will follow to answer questions. (See Procurement Timetable for dates)

Sincerely,

Eric J. Walker  
Director  
Lucas County Workforce Development Agency

## TABLE OF CONTENTS

<b>PART I</b>	<b>POLICY AND PROCEDURE.....</b>	<b>4</b>
<b>PART II.</b>	<b>GENERAL INFORMATION .....</b>	<b>10</b>
	<b>A. Characteristics of the Target Populations and Activities .....</b>	<b>10</b>
	<b>B. Funding Period/Period of Performance .....</b>	<b>14</b>
	<b>C. Governing Authority .....</b>	<b>14</b>
	<b>D. Funding Available .....</b>	<b>14</b>
	<b>E. Type of Contract .....</b>	<b>14</b>
	<b>F. Rating of Proposal .....</b>	<b>15</b>
	<b>G. Questions .....</b>	<b>15</b>
	<b>H. Procurement Timetable .....</b>	<b>16</b>
<b>PART III</b>	<b>BACKGROUND INFORMATION .....</b>	<b>16</b>
<b>PART IV</b>	<b>PROPOSAL OUTLINE.....</b>	<b>18</b>
<b>PART V</b>	<b>PROPOSAL PREPARATION INSTRUCTIONS.....</b>	<b>19</b>
	<b>A. Who Can Submit a Proposal .....</b>	<b>19</b>
	<b>B. Minimum Criteria .....</b>	<b>19</b>
	<b>C. Proposal Format .....</b>	<b>20</b>
	I. Cover Page	
	II. Representation, Assurances and Certification	
	III. Non-Collusion Certification	
	IV. No Findings for Recovery Affidavit	
	V. Proposed Project Budget	
	VI. Program Narrative-Statement of Work	
	<b>ATTACHMENTS.....</b>	<b>26</b>
	<b>BUDGET.....</b>	<b>34</b>

## PART I: POLICY AND PROCEDURE

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The Lucas County Workforce Development Agency ("LCWDA") acting by and through The Board of Lucas County Commissioners ("Commissioners") and the Workforce Investment Board of Lucas County ("WIB"), is issuing a Request for Proposal ("RFP") to solicit entities with the expertise and capacity to provide youth services. The expected term for contract(s) awarded under this solicitation is approximately two (2) years, commencing on or about July 1, 2005 through June 30, 2007 with a two (2) year renewal at the option of LCWDA, provided measurable performance outcomes are successfully achieved.

The objective of this procurement is to select entities to effectively and efficiently manage and deliver the contracted services to in- and out-of-school youth being solicited by the RFP.

Selected contractors will be required to provide services for youth ages 14-21 in the areas of the required 10 program elements as defined in the Workforce Investment Act and as listed below:

- (1.) **Tutoring**, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- (2.) **Alternative secondary school services**, as appropriate;
- (3.) **Summer employment opportunities** that are directly linked to academic and occupational learning;
- (4.) As appropriate, **paid and unpaid work experiences**, including internships and job shadowing;
- (5.) **Occupational skill training**, as appropriate;
- (6.) **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- (7.) **Supportive services**;
- (8.) **Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;
- (9.) **Follow-up services** for not less than 12 months after the completion of participation, as appropriate; and
- (10.) **Comprehensive guidance and counseling**, which may include drug and alcohol abuse.

<b>Proposal Information</b>
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The policies and procedures described in this proposal form constitute the official written policies and procedures of the LCWDA, the WIB, and the Commissioners, and supersede any oral representations relating to the matters contained herein. **Bidders should not place reliance on any oral representations that do not correspond to these written procedures.**

<b>Procurement and Contracting Process</b>
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### **Procurement Policy and Procedures:**

Completed proposals are reviewed by LCWDA staff and by the WIB and/or its Youth Council. The WIB makes recommendations for approval or disapproval of proposals to the Commissioners. If recommending for approval, the WIB also makes recommendations as to the maximum amount of funding. The Commissioners make all final decisions.

The LCWDA will notify each organization by mail of the decision reached on its proposal. Staff cannot disclose any information about the procurement process until after the issuance of written notice(s) of approval or disapproval.

Information included in a proposal becomes public information once it is submitted to the WIB. LCWDA may release proposal contents to requesting entities or individuals.

Issuance of this proposal does not commit LCWDA or the Commissioners to award a contract or to pay any cost incurred in the preparation of the proposal.

LCWDA and the Commissioners reserve the right to:

- Accept or reject, in whole or in part, any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Proposal

### **Dispute Resolution Procedures**

Any bidder with a dispute arising from the LCWDA's procurement process should make a formal protest in writing to:

Eric Walker, Director  
Workforce Development Agency  
1301 Monroe St.  
Toledo, Ohio 43624

A dispute should be initiated within thirty (30) calendar days from the date on which the bidder receives written notice from LCWDA of a procurement decision that adversely affects the bidder. A dispute should state all relevant facts and propose a specific remedy.

The LCWDA Director will provide a written response to the bidder within thirty (30) calendar days of receipt of the dispute.

If the Director's decision does not resolve the issue, the bidder may use the formal complaint procedures provided by the State of Ohio.

Any protest or complaint which alleges discrimination on the basis of race, color, gender, religion, national origin, age, disability, or political affiliation or belief, shall be processed in accordance with the procedures described by the Ohio Department of Job & Family Services and the U.S. Department of Labor Center for Civil Rights. These procedures require a written complaint to be filed within 180 days of the event-giving rise to the complaint.

### **General Specifications**

#### **Records:**

The successful bidder shall retain all records pertaining to the contract and program for a period of three (3) years. These records include, but are not limited to, financial, statistical, property, client records, contracts, sub grant agreements, and supporting documentation. Records for nonexpendable property shall be retained for three (3) years after final disposition of the property. Records must be retained beyond the three-year period if any litigation is begun, an

audit has not been completed, or if a claim is instituted involving the contract covered by these records. In these instances, the records will be retained until the litigation, audit, or claim has been fully resolved. The three-year retention period for individual participant records will begin on the date the participant is terminated from WIA after the twelve (12) month follow-up period.

#### **Subcontracts:**

The successful bidders shall not subcontract the WIA activities unless as described in the bidder's proposal. Any provider subcontracts entered into by the successful bidder relating to the WIA-funded activities are subject to review and shall be made available on request by the LCWDA and the Lucas County Office of Management and Budget ("Fiscal Agent"). The successful bidder shall be solely responsible for the actions of its subcontractors.

#### **Use of Federal Funds:**

The successful bidder shall comply with the administrative requirements and procedures established under the United States Office of Management and Budget ("OMB") Circular which is applicable to their organization (e.g., OMB Circular A-102 (Common Rule) as codified in 29 CFR Part 97; A-87; or A-133) concerning the application, acceptance, audit, and use of federal funds, except where such administrative requirements and procedures have been specifically superseded by State of Ohio policy or by WIA and regulations thereunder.

#### **Compliance Monitoring:**

The LCWDA and the Fiscal Agent will monitor expenditure and client enrollment rates monthly. Continued failure to meet planned specifications may result, after notice, in sanctions up to and including termination of the contract.

The activities actually provided under the contract must be consistent with the program design, curriculum or service plan, staffing, facilities and equipment, books and supplies, performance standards, level of service, statement of work, and budgetary information described or incorporated in the contract. The LCWDA will monitor whether the actual program activities are in compliance with the contract terms.

#### **Access for Monitors:**

At any time during the normal business hours, and as often as the LCWDA, the State of Ohio Department of Job & Family Services and/or the Fiscal Agent, the U.S. Comptroller General, and/or the Auditor of the State of Ohio may deem necessary, the contracting organization shall make available to the LCWDA for examination all of its records with respect to all matters covered by the contract. The LCWDA, the State of Ohio Department of Job & Family Services and/or the Fiscal Agent, the U.S. Comptroller General, and the Auditor of the State of Ohio shall have the authority to audit, examine, and make excerpts or transcripts from records.

"Records" refers to all data relating to all matters covered by the contract. "Records" includes all books, journals, contracts, invoices, vouchers, receipts, checks, materials, payrolls, records of personnel, and conditions of employment.

"Records" also includes all clients' records and reports generated under the contract, including program eligibility documents, employment documents, tests, assignments, grade reports, attendance and tardiness reports, evaluations, report cards, transcripts, records of disciplinary or academic action, medical tests, and/or medical reports. It shall be the responsibility of the contracting organization to obtain, prior to the provision of a program/service to a LCWDA client,

any authorization, release, or waiver it deems necessary from the client/client's legal guardian in order to ensure LCWDA's access to client records.

In addition, the following conditions shall apply:

- The Fiscal Agent and LCWDA shall have the authority to examine the books and records used by the organization in accounting for expenses incurred under the contract. Should these books and records not meet minimum accounting standards and practices of the LCWDA, the LCWDA reserves the right to withhold any or all funding to the organization until such time as it does meet these standards and practices.
- The Fiscal Agent and LCWDA shall have the authority to examine all forms and documents used, including, but not limited to, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the organization.
- LCWDA may require the organization to use any or all of the LCWDA's and/or the Fiscal Agent's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to the contract.
- The Fiscal Agent and LCWDA reserves the right to dispatch monitors and/or auditors of its choosing to any site where any phase of the program/service is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office, or other locations of the organization if such sites or the activities performed thereon have any relationship to the programs covered by the contract. Monitors and/or auditors shall be authorized to examine any and all Records; to make physical inspections of the program/service site(s), including materials and equipment used on site; to make physical observations of the program/service activity being conducted; and to conduct personal interviews with clients and with successful bidder's staff concerning the program/service.

<b>Equal Employment Opportunity</b>
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**Discrimination and Harassment Prohibited:**

Discrimination or harassment in any manner against any person connected with WIA activity on the basis of race, color, gender, religion, national origin, age, disability, political affiliation or belief, or (for clients only) citizenship or status as a WIA participant is strictly prohibited.

The bidder shall comply fully with the nondiscrimination and equal opportunity provisions of WIA, including Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d et. seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794); the Age Discrimination Act of 1975, as amended (42 USC 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 USC 1681, et seq.); and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of compliance.

**Complaint Process:**

WIA clients and bidder staff connected to the WIA activity shall have the right to use the complaint procedures outlined by the Ohio Department of Job & Family Services and the U.S.

Department of Labor Civil Right Center (“CRC”) for resolution of any dispute relating to the WIA program which involves discrimination on the basis of race, color, gender, national origin, religion, political affiliation or belief, or status as a WIA participant.

The successful bidder shall cooperate in the investigation and resolution of any complaint to which it is a party, and shall abide by the terms of any resolution or decision made under the procedures.

#### **EEO Notices:**

The successful bidder shall provide initial and continuing notice, in the language and format specified by the LCWDA, that it does not discriminate on any prohibited ground to WIA applicants, eligible applicants, registered participants, applicants for employment, employees, members of the general public, unions or professional organizations holding collective bargaining agreements or professional agreements with the successful bidder, and subgrantees/subcontractors receiving WIA financial assistance from the successful bidder under the contract.

In recruitment brochures and other materials which are ordinarily distributed to the public to describe the WIA activity or the requirements for participation by subcontractors/subgrantees and participants, the successful bidder shall indicate that the WIA activity is an equal opportunity employer/program and that auxiliary aids and services are available upon request to individuals with disabilities. Where such materials indicate that the successful bidder may be reached by telephone, the materials shall state the telephone number of the TDD or relay service used by the successful bidder. The successful bidder shall not use or distribute any publication of this type which suggests, by text or illustration, that the successful bidder treats WIA applicants/recipients, employees, or applicants for employment differently on any prohibited ground.

#### **Equal Treatment of Clients:**

All WIA clients in the WIA activity shall be treated in the same manner as other similarly situated individuals who are not WIA clients, with respect to application of terms and conditions of employment and/or training and provision of rights. There is one exception to this requirement: youth employed in work experience may be paid only for actual hours worked and no pay is allowed for meal breaks, sick time, vacation time, holidays, or any other type of leave.

<b>Ethical Responsibilities</b>
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#### **Certifications:**

In order to comply with its contract with the LCWDA, the successful bidder shall execute federal certifications certifying:

- Never having been debarred, suspended, made ineligible, and/or involuntarily excluded from participation in transactions by any federal department or agency;
- Lobbying and disclosure of lobbying activities;
- Establishing and maintaining a drug-free workplace.



In addition, the successful bidder shall execute the following state certification:

- Never having an audit finding for recovery of funds by the State of Ohio.

### **Conflict of Interest:**

Every reasonable course of action must be taken by the successful bidder in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism and/or questionable or improper conduct. The contract shall be administered in an impartial manner, free from personal, financial, or political gain. The successful bidder, its executive staff, and employees, in administering the contract, shall avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

The successful bidder must proactively establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by, a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in connection with the WIA activity.

LCWDA recommends that successful bidders, if they have not already done so, should establish a written code of ethical conduct for employees; provide training in ethical conduct to employees; and establish consequences for unethical employee conduct.

### **Conducting Business Involving Relatives:**

No relative by blood, adoption, or marriage<sup>1</sup> of any executive or employee of the successful bidder shall receive favorable treatment from the successful bidder for enrollment into, or employment related to, the WIA activity. The successful bidder shall also avoid entering into any subcontract or agreement to provide programs or services related to the WIA activity with an executive's or employee's relative by blood, adoption or marriage. When it is in the public interest for the organization to provide a service related to the WIA activity with a relative, the successful bidder shall obtain written approval from LCWDA before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

### **Nepotism:**

No individual may be placed in WIA training or employment activity if a member of that person's immediate family is directly supervised by, or directly supervises, that individual.

### **Political and Sectarian Activities:**

No sectarian (i.e., religious) or political activities may be conducted in connection with the WIA activity. Participants shall not be employed through the WIA activity to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship, except that maintenance of a facility

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<sup>1</sup> "Relative by blood, adoption, or marriage" shall include: spouse, significant other, child (including adult children), parent, sibling, sibling's spouse, aunt, uncle, niece, nephew, stepparent, and stepchild (including adult stepchildren).

is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, (i.e., where the person or entity operating the facility is part of a program or activity providing services to participants).

### **Administrative Specifications**

The successful bidder must provide sufficient program staff to ensure continuity of service to clients in the event staff is absent from work. The successful bidder is expected to develop and utilize formal procedures to be used for staff to request leave time and to report unscheduled absences. The successful bidder is also expected to develop and utilize formal procedures for ensuring adequate staffing at all times when WIA activities are scheduled (e.g., advanced scheduling of workloads, use of substitutes). It will be the successful bidder's responsibility to negotiate with affected staff if the above requirement to ensure continuity of service is at variance with the successful bidder's established policies. In general, Fiscal Agent will not reimburse the payroll costs of a substitute filling in for an employee who is regularly assigned to the WIA activity and who is using leave time.

The successful bidder will be required to carry out the following duties in connection with the WIA Programs.

- Track and record clients' attendance;
- Track and record clients' academic and workplace progress;
- Document time, date and content of client contacts;
- Prepare all documentation required by LCWDA and the Fiscal Agent in an accurate and timely manner;
- Coordinate efforts with LCWDA staff and One-Stop Partners' staff.

A copy of each job description must also be provided to LCWDA one prior week to the employee's start date on the job.

## **Part II. GENERAL INFORMATION**

### **A. General Characteristics of the Target Populations and Activities**

#### **I. Target Populations:**

Priority will be given to proposals that reflect the ability to use funds to expand the types of services that will be offered to youth through the WIA who meet the following criteria:

- ? Citizens or legal residents of the U.S.
- ? Low-income youth ages 14-21, **and**
- ? Meet at least one of the following barriers:
  - ?  
???Deficient in basic literacy skills, (reading at or below 8.9 grade level)
- 2. A school dropout,
- 3???Homeless, runaway, or foster child,
- 4???Pregnant or a parent,
- 5. An offender, or

Ys at risk of not completing school or participating fully in the labor market as a result of any of the following conditions:

- ? Limited English
- ? Involved in the juvenile justice system
- ? History of drug or alcohol abuse
- ? Limited or poor work history
- ? Poor oral or written communication skills
- ? Lack of specific up-to-date job skills
- ? Limited opportunity for immediate employment
- ? Lack of job search skills
- ? Poor attendance
- ? Self-defeating behaviors
- ? Two or more credits behind class
- ? Is a senior in high school whom are one or more credits behind graduation
- ? Child of incarcerated parents
- ? Migrant youth
- ? Youth with disabilities (WIA youth contractors should aim to provide services of 15% to this population. In other words, if 100 unduplicated youth are served, 15 of them should qualify as disabled.)

The sixth youth criteria will be documented through the use of school records, testing, or intake staff interview or observation. (Note: This sixth barrier is locally defined by the Youth Council.)

**United States Department of Labor (US DOL)  
Training and Employment Guidance Letter (TEGL) No. 03-04.**

New Strategic Vision for Delivery of Youth Services under WIA

The US DOL has adopted a new strategic approach across four major areas:

- ? Focus on Alternative Education
- ? Meeting the Demands of Business, Especially in High-Growth Industries and Occupations
- ? Focus on the Neediest Youth
- ? Focus on Improved Performance

The Neediest Youth who are given priority include:

- ? Out-of-School Youth
- ? High School Drop-outs
- ? Runaway and Homeless Youth
- ? Youth in Foster Care
- ? Court Involved Youth
- ? Children of Incarcerated Parents, and
- ? Migrant Youth

When addressing the section regarding targeted population, a bidder's proposal should include how it will address these new initiatives of the US DOL.

**II. Targeted Activities:**

1. **Eligibility:** All youth must meet eligibility criteria defined in this section. Certification of eligibility for any funded programs must be completed prior to enrollment. Certification includes income determination. LCWDA will assist successful bidders by providing technical assistance on the certification process to determine eligibility.

2. **Orientation:** All participants must receive information on the full services that are available through eligible providers, including contracted programs and One-Stop Partners.

3. **Assessment:** Each participant shall be provided with an objective assessment of his/her academic, employment skills (including work behavior), and supportive service needs. This includes a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and work related classroom activities. Where appropriate, recent assessments may be used in lieu of additional assessments if it meet the need under WIA. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy to meet his/her individual needs.

4. **Individual Service Strategy (ISS):** An individualized, written plan of long- and short-term goals (that includes educational, employment related, and personal support services needed) will be developed for each participant. Programs should use objective assessment information to develop this plan. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur. (ISS should reflect career goals that lead to high demand occupations in the community as defined by the WIB.)

5. **Referral:** Any eligible youth who is not enrolled in services at a contracted program must be given the referral information regarding the full array of applicable or appropriate services available through local programs including One-Stop and its Partners and providers when applicable. In addition, youth should be given referrals for further assessment if determined appropriate. Programs are strongly encouraged to link and share information with other youth serving agencies, organizations, and training providers in order to meet the individual needs of all youth.

6. **Supportive Services:** Supportive services are those necessary to assist the youth to be successful in achieving their goals. This may include transportation, childcare, work-related tools, clothing, etc. To the greatest extent possible, programs should address support service needs through leveraging of existing resources and private/public partnerships.

7. **One-Stop Partnership:** The One-Stop system provides workforce development services to adults. Successful bidders will be expected to engage in partnerships to provide additional resources and services to youth (i.e., register youth in state labor exchange database, SCOTI LE, employer contacts, streamlined referral process, etc.). Specifically programs serving youth, ages 18 – 21 years old should be actively participating with the One-Stop Partners to ensure that these youth have access to the full range of services available through the WIA adult services which are available to individuals who are at least 18 years of age.

## **KEY PROGRAM COMPONENTS**

### **ACADEMIC REQUIREMENTS**

In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on academic skill gains in basic English language literacy skills and math computation skills. The target population to be served includes youth who may have low basic skills, defined as below 8th grade level (8.9). All programs must provide academic services to assist in skill gains for basic skills deficient youth. Assessment instruments must be utilized to show skill level gains.

There is increased emphasis on aligning funded programs' academic services to state educational requirements including state proficiency tests. Applicants are encouraged to show alignment with state educational reform standards where applicable (e.g., partnerships with public school systems via shared curriculum, instruction delivered by school systems, etc.)

There are a variety of strategies that may help youth attain academic skills. The following are examples:

- ?
- ? Basic skills instruction leading to grade or skill level increase, including English-as-a-second language (ESL).
- ? Instruction leading to high school diploma or GED.
- ? Preparation for entry into post secondary education.
- ? Project based learning with learning objectives tied to academic competencies .
- ? Community and service learning.
- ? Tutoring and/or study skills leading to educational success and school retention.

### EMPLOYER CONNECTIONS

Bona fide connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. Strategies for doing this include both systemic and program level approaches to meaningful, quality connections to employers.

Applicants should demonstrate meaningful employer connections. These connections should lead to increased placements in employment or continuing education, as well as, meaningful exposure to the world of work leading to measurable skill increases.

Employment related activities can include:

- ?
- ? Subsidized work experiences leading to unsubsidized employment.
- ? Internships.
- ? Job shadows.
- ? Exposure to various aspects of industry.
- ? Job search assistance, placement and retention.
- ? Project based learning.
- ? Career mentoring.
- ? Service learning.
- ? Occupational skill training.
- ? Employment opportunities directly linked to academic and/or occupational skills.
- ? Job Success Skills (i.e., soft skills).

Bidders are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, operational needs related to training space, equipment etc.

### BEST PRACTICES - YOUTH DEVELOPMENT PRINCIPLES

National research identifies the following elements of effective practice. Bidders who exemplify the following principles in the delivery of services to youth will be given priority for funding.

- ? Relationships that maintain continuity of contact with caring adults.
- ? Strong connections to employers.

- ? A variety of contextual educational options for skill/competency gains or academic learning through practical application.
- ? Opportunities for leadership and decision-making.
- ? Positive peer support.
- ? Opportunities for post-secondary education.
- ? Opportunities for meaningful service to others.
- ? Follow-up support over a sustained period.

## **B. Funding Period / Period of Performance**

The funding period for contracts awarded under this solicitation will be approximately twenty-four months commencing on or about July 1, 2005 through June 30, 2007, provided performance remains acceptable during that period. Options for renewal for an additional two-year period are at the sole discretion of LCWDA, and is contingent upon successful performance and the availability of funding.

## **C. Governing Authority**

Acceptable proposals will meet the specifications contained in this RFP, the requirements of WIA, the WIB's 5-year plan, the State of Ohio's Unified Plan, and all applicable policies and regulations. It is incumbent upon bidders to familiarize themselves with these documents during proposal development. Reference copies are available for review at the LCWDA, 1301 Monroe St., Toledo, OH 43624 and on-line at [www.ohioworkforce.org](http://www.ohioworkforce.org).

## **D. Funding Available**

The LCWDA will make sufficient funding available from various sources to deliver the services requested in this RFP. The bidder is responsible for submitting a reasonable estimate of total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in funding received. The WIB plans to contract about \$2,558,000. There is approximately \$1,279,000 each year for a total of \$2,558,000 in Youth funds with a minimum of 50% to be allocated to Out-of-School Youth. About \$639,500 is being allocated for Out-of-School Youth and \$639,500 for In-school Youth funds annually. (Note: All funding is contingent upon annual state allocation of WIA Youth dollars. If under WIA Reauthorization funding levels change regarding In- and Out-of-School allocations, contracts may be adjusted to meet specifications of the federal law.)

## **E. Type of Contract**

Contracts will be negotiated on (1) a cost reimbursement with a demonstrated performance basis and/or (2) a fixed unit priced, performance based contract.

Contracts will have a minimum of fifteen (15) percent withheld until achievement of measurable performance **outcomes** (e.g., credential rates, GED/High School Diploma rates, and basic skills rates/substantial learning gains, such as grade level improvement) **and outputs** (e.g., number of unduplicated youth served, frequency of services/ten WIA elements, number of classes held, participant attendance rates) **have been documented**.

The "boiler plate" required contract language that will be included with the statement of work for the contract executed under this solicitation will be made available at the bidders' conference. Bidders are strongly encouraged to review this contract to ensure that this boilerplate language will not prohibit contract execution after their proposal is written, submitted, and selected for funding.

Due to the nature of the funding sources, potential changes in legislation and policies, and performance achieved, bidders are advised that any contract awarded under this RFP may be modified to incorporate such changes, system-wide adjustments in the delivery system, or any activities provided with a 30-day written notice.

**F. Rating of Proposals** All proposals submitted will be evaluated on a point system. Points will be awarded based on the following table of criteria:

<b><u>CRITERION</u></b>	<b><u>CORRESPONDING SECTION(S) OF RFP</u></b>	<b><u>Maximum POINTS</u></b>
Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds; cost/price analysis. Bidder's administrative environment and fiscal responsibility.	<b>Budget</b>	20
Previous successful experience in operating similar programs. Qualifications of bidder's personnel who will be providing the activity.	<b>Organizational Capabilities</b>	15
Completeness and quality of planned program's activities and services for clients	<b>Service Delivery</b>	15
Bidder's ability to assure comprehensive system delivery.	<b>Collaboration/Partnership</b>	10
Extent to which the proposed program's design incorporates the ten WIA youth elements.	<b>Required Program Elements</b>	10
Bidder's ability to ensure that all current and future youth are supported, retained and successful in program activities after exit.	<b>Follow-up Services</b>	15
Bidder's ability to achieve goals, track clients and meet performance standards.	<b>Outcomes</b>	15
<b>TOTAL POINTS</b>		<b>100</b>

Total of 100 Points Possible - Must Score 70 or More Points to Qualify

### **G. Questions**

All questions regarding this RFP may be submitted via email to the following individual: [ejwalker@co.lucas.oh.us](mailto:ejwalker@co.lucas.oh.us) before the bidder's conference concludes. **After the conference no further questions will be entertained.**

## H. Procurement Timetable

<b><u>Procurement Action</u></b>	<b><u>Date</u></b>
Publish Legal Notice of the RFP	February 4-6 and February 9, 2005
RFP Packets Available	Friday, February 11, 2005
Bidders' Conference	<b>Date:</b> Thursday, February 17, 2005 <b>Time:</b> 2-4:00 p.m. <b>Place:</b> The Source, 1301 Monroe St. Meeting Rooms A, B, and C <b>Phone:</b> (419) 213-6300
Proposals due	Friday, March 11, 2005 by 4:00 p.m.
Approximate Announcement of Award	Thursday, March 24, 2005
Contract Negotiations Begin after	March 28, 2005
Approximate Date Services Begin (Subject to contracts being finalized and approval of Commissioners)	Monday, July 1, 2005

All times shown are Eastern Standard Time (EST). The LCWDA reserves the right to adjust the schedule or to extend any published deadline in this RFP upon notification to those who have attended the bidders' conference. All potential respondents are **strongly encouraged** to attend the bidders' conference since this will be the best opportunity for having technical and other concerns addressed. A copy of the contract boilerplate will be distributed at the bidders' conference.

## PART III: BACKGROUND INFORMATION

### Workforce Development in Lucas County

The LCWDA is the designated administrative entity and the state-sub grantee for Service Delivery Area 9, with the Fiscal Agent as its fiscal agent, under the Commissioners. As such, the LCWDA oversees the delivery planning and implementation of a variety of workforce development programs in Lucas County and is recognized as the primary agent of workforce development services for employers, new workers, career changers, laid-off workers, and youth.

LCWDA receives policy guidance and oversight to WIA services in Area 9 from the WIB, a board of directors comprised of Commissioner-appointed members representing business, economic development, education, organized labor, community based organizations, veterans, social services, One-Stop Partner representatives, and state and local government agencies. The WIB provides overall guidance, strategic planning, and coordination for the workforce development system in Lucas County on matters pertaining to the provisions of services under WIA.

The Commissioners, the WIB, and LCWDA envision a county where every person realizes his or her full potential and where all employers have the human resources to grow and prosper. The goals of the WIB and the LCWDA are to:

- ~~1. Create~~ Create a workforce development system that produces a well-educated and highly skilled workforce prepared for the careers of the future.



- ~~2.2~~ Develop a labor market system that provides job seekers, incumbent workers, students, out-of-school youth, and employers with the labor market and training information needed to make informed career decisions.
- ~~2.3~~ Coordinate a delivery system that provides easy access to training and support for individuals in need of developing or upgrading their skill set to be competitive in the current labor market.
- ~~2.4~~ Implement a governance system that focuses on unified planning, continuous improvement, accountability for results, and quality control.
- ~~2.5~~ Promote universal recognition of Lucas County's system for workforce development and intervention strategies as innovative and cutting edge in addressing the urban challenge.

## Legislation

Recent federal and state legislation has redirected welfare programs and the workforce development system to merge into an integrated system with similar goals and objectives. The focus is on providing value-added services to local employers by preparing job seekers for employment, assisting individuals to successfully transition from welfare to work, and providing continuing services that promote job retention, career development, life-long learning and economic self-sufficiency.

**Workforce Investment Act.** WIA (the federal Workforce Investment Act of 1998, P.L. 105-220), was enacted in August 1998 to consolidate, coordinate and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIA restructures approximately 60 workforce development programs into an integrated workforce investment system that can better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force. (See <http://usworkforce.org>, <http://www.doleta.gov/>, <http://www.ohioworkforce.org>, or <http://www.co.lucas.oh.us/LCWDA> for information on WIA)

## WIA envisions a workforce investment system that is built around seven key principles:

Streamlining Services: Integrating multiple employment and training programs at the “street level” through the One-Stop delivery system. Integration will simplify and expand services for job seekers and employers.

Empowering Individuals: Customers will be empowered to obtain the services and skills they need to enhance their employability. Empowerment will be accomplished through Individual Training Accounts and access to consumer reports, which will provide customers with information about training providers' services and performance.

Universal Access: Through the One-Stop system, every customer will have access to a set of core employment related services.

Increased Accountability: Providers of service will be held accountable for meeting employment related performance measures. Providers continued access to funding is directly related to their performance.

Local Oversight: Local boards (such as the WIB and its Youth Council) with involvement from the private sector will be responsible for local program planning and oversight of the local system. Input from the local level is to be utilized at the state level for statewide planning.

Local Flexibility: WIA provides local flexibility to improve systems and encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.

Improved Youth Programs: WIA seeks to expand youth programs by encouraging a close connection to the local labor market and communities with strong connections between academic and occupational learning. Youth development activities, employment and training services and links to local and statewide initiatives are all components of WIA youth programs.

## **PART IV: PROPOSAL OUTLINE**

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Compliance with state mandated performance outcomes for **YOUTH**. Proposals will need to demonstrate that design and delivery of services will lead to successful performance measures, as outlined in the Workforce Investment Act. Priority will be given to respondents who are willing to accept the following performance outcomes:

<b>Workforce Investment Act, Title I State Performance Measures</b>		
<b>MEASURES</b>	<b>FY 05</b> (7/1/04-6/30/05)	<b>FY 06</b> (7/1/05-6/30/06)
<b>Older Youth 19-21:</b>	Current Year	Not Yet Available
Older Youth Entered Employment Rate	63%	
Older Youth Employment Retention Rate	78%	
Older Youth Earnings Change in 6 months	\$2,485	
Older Youth Employment and Credential Rate	45%	
<b>Younger Youth 14-21:</b>		
Younger Youth Skill Attainment Rate	70%	
Younger Youth Diploma or Equivalent Attainment Rate	52%	
Younger Youth Retention Rate	55%	
<b>Customer Satisfaction:</b>		
Participants	76.5%	
Employer	71.4%	

(Note: These standards may change under the reauthorization of WIA in which case the contractor will need to comply with the new standards.)

All decisions to fund proposals are based upon evaluation of those proposals that are most advantageous to fulfill program objectives.

### **Option Clause**

Proposed programs or services received and accepted under this RFP may be renewed, increased or reduced at the discretion of LCWDA without application to a subsequent RFP. The length of a contract will be at the discretion of LCWDA and is subject to extension and/or termination throughout the term of the contract.

LCWDA, at its sole discretion, may choose to exercise these options for additional services or extensions of contracted training services. (See Proposal Requirements). Extension of the term or of options for additional services cannot be considered unless costs and prices associated with them are included in the proposal.

**LCWDA reserves the right to reject any and all proposals and to request revisions in specific proposals that demonstrate overall potential for accomplishing funding objectives.**

**Decisions of the Commissioners are final.**

## **PART V: PROPOSAL PREPARATION INSTRUCTIONS**

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### **A. Who Can Submit a Proposal**

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least two (2) years may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit proposals.

Each bidder is advised that the LCWDA will hold the successful bidder totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP in order to achieve the contracted performance outcomes. The successful bidder may subcontract with other entities with prior approval of the LCWDA; bidders must adhere to all federal, state, and local law. A proposal that includes subcontracting *all* activities and services in this RFP to other agencies will not be considered a responsive to this RFP.

No entity may compete for funds if: (1) the entity has been barred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with the LCWDA have been terminated for cause; or (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services under previous contract(s).

### **B. Minimum Criteria**

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) original proposal, seven (7) copies and a computer disk on which the proposal has been saved labeled with the program it is saved in (e.g., Word '00) must be received into the LCWDA's office at The Source, 1301 Monroe St., Toledo, Ohio 43624 by **no later than the due date and time shown in the Procurement Timetable of this RFP**. The timely delivery of a proposal is entirely the responsibility of the bidder. Proposals postmarked on or before the proposal due date but delivered after the due date or time will not be considered. Proposals hand delivered after the due date or time will not be considered.
- 2) The original proposal must be manually signed in ink by an official authorized to represent and bind the proposing agency and should be marked "**original**".
- 3.) A proposal narrative is limited to twenty (20) double-spaced, single sided, with a 12-point font, 8.5 inch x 11 in pages with a minimum 1-inch margin. The applicant may provide attachments. (See Checklist for Attachments)

- 4) Information contained in a proposal must be complete and presented in the same order as set forth in "Proposal Format" below.

Please do not include additional brochures or materials which are not requested. Such materials will be disregarded in the evaluation process. Failure to answer questions or include attachments will lower a proposal's rating.

Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

## **PROPOSALS THAT DO NOT MEET THE FOREGOING MINIMUM CRITERIA WILL NOT BE RATED.**

### **C. Proposal Format**

#### **I. COVER PAGE**

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Complete the form "Cover Page" in Attachment A and submit it as the first page of your proposal package. (The "Checklist of Items to Be Returned" should follow Attachment A.)

#### **II. REPRESENTATION, ASSURANCES, AND CERTIFICATION**

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Attachment B, "Representation, Assurances and Certification", contains certifications and acknowledgements that must be given by an authorized representative of the bidder. Complete this form and submit as the second and third page of the proposal package. Attach to these pages, a copy of your organization's Articles of Incorporation with a listing of current principal officers of the bidder and its statutory agent. Also, attach a copy of the bidder's most recent financial statements.

#### **III: NON-COLLUSION CERTIFICATION**

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Complete the "Non-Collusion Certificate" (Attachment C) and attach it to the proposal after the "Representation, Assurances and Certification."

#### **IV: NO FINDINGS FOR RECOVERY AFFIDAVIT**

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Complete the "No Findings for Recovery Affidavit" (Attachment D) and attach it to the proposal after the "Non-Collusion Certificate". This form must be notarized.

#### **V: PROPOSED PROJECT BUDGET**

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Bidders must submit a detailed line item budget for their proposal's period of performance. To assist with this process, information regarding the budget is included in this RFP. In doing this, please complete Attachment E1-E2 and submit it after the "No Findings for Recovery Affidavit" attachment.

#### **Budget Narrative**

Discuss here any items that need explanation. Please provide a *brief* description for each budget item. The budget narrative should not exceed two (2) pages.

**NOTE:** If the bidder's own agency is receiving another source of funding, it will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this proposal.

## **VI. PROGRAM NARRATIVE-STATEMENT OF WORK**

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The program narrative should describe how the bidder would accomplish the program goals and objectives. Statements should be concise and specific, conveying to the reader that the bidder understands the approach to be followed in the program and the responsibilities inherent therein. The narrative is to be presented in the following outline. The headings used below **MUST BE USED IN THE NARRATIVE IN THE ORDER GIVEN.**

**Table of Contents:** Submit a Table of Contents to begin the Narrative section of the proposal package.

**Narrative must not exceed twenty (20) typewritten, single-sided pages on 8.5 inch X 11 paper, double spaced, 12 point font, and minimum 1 inch margin.**

### **STATEMENT OF WORK**

#### **A. Organizational Capabilities (15 points)**

- ? Describe the bidder and its ability to perform the proposed services.
- ? What services are currently offered by the bidder?
- ? Briefly describe the bidder's organizational structure and how that structure is tailored to meet the program objectives and design. Provide an organizational chart. If the bidder has never provided the proposed services, describe any comparable previous experience, or any special or technical skills and resources of the bidder or its organizational infrastructure has that makes it especially capable of successfully providing the services.

Personnel – provide a description of personnel who will be directly involved in the proposed project; the extent of involvement in terms of time providing percentages; and the organizational responsibilities for reporting procedures in relation to the proposed program. **Include in attachments:**

1. Staff Biographies summarizing Education, experience in relation to similar projects and number of years. (One paragraph, maximum ½ page per person)
2. Key Staff Licensures (If applicable).
3. Job description of each position to be funded.

- ? Indicate which staff position will be responsible for case managing post-placement and post-exit activities of job seekers insuring retention, earnings gained, and credentials received once they are placed.
- ? Indicate the staff/participant ratio for the proposed program.
- ? Indicate how long it will take to implement the proposed activity from notification of selection.

Describe relevant training activities that the bidder has delivered in the past three (3) years. Include information on the population served, results, placement rates and placement wages (where applicable). Identify the grantor.

## **B. Services Delivery (15 points)**

### Program Description

- ? State the program goals and objectives.
- ? Explain how the services will be provided and how they will relate to the US DOL new strategic vision for delivery of youth services.

### Outreach and Recruitment of Target Population

- ? Identify the target population the bidder plans to serve. **The Proposal has two (2) populations (In-school and Out-of-school). Proposal must address all ten (10) WIA program elements, but may address either or both populations. While one proposal may be submitted for any combination of populations, the Budget *must* indicate which funds are allocated for In-school and those for Out-of-school.**
- ? Describe how you plan to meet the needs of the US DOL defined neediest youth as described in TEGL No. 03-04.
- ? Describe how the bidder will recruit and serve the 15% youth with disabilities population.
- ? Describe the bidder's program entry requirements (be specific).
- ? Describe how outreach, recruitment, and marketing of eligible applicants will be conducted.
- ? Explain how the services provided will lead to the successful achievement of the Target Population and their program goals and objectives.
- ? Describe any procedure that may be utilized to ensure the success of the target population. Include support services, barrier removal, counseling and other interventions planned to employ to address the needs of the target group.

### Academic Opportunities

- ? Describe the types of educational opportunities that will be offered to youth.
- ? How will youth that are basic skills deficient be assisted in increasing their skills?
- ? What specific curriculum tools & resources will be used to deliver academic activities?
- ? List the number of participants in each class and the number of classes proposed. (If applicable)
- ? Include a curriculum outline specifying tasks, amount of time required to teach tasks for each proposed class or a schedule of activities and the number of hours of each activity that each participant will receive.
- ? Indicate competencies expected to be achieved, benchmarks and indicators for these competencies, the certification method to be used and any other pertinent information related to the program or activity outcomes or goals.
- ? Provide information on a system for measuring and documenting achievement of competencies or other program or activity outcomes.
- ? Provide the attendance policy.
- ? Indicate the number of hours that participants will spend.
- ? Indicate start and end dates for each cycle proposed.

## Career Development and Employment Opportunities

- ? What type of work-based learning and career development opportunities will be offered to youth?
- ? How will these activities be linked to learning objectives? How will the bidder ensure that employer defined skills and labor market information are used to guide career development activities?
- ? Describe linkages the bidder has made with employers. Include any resources leveraged in the form of funds, operations, etc. (If applicable)
- ? Describe how the bidder will meet the demand and shortage occupations of the local area (healthcare, and apprenticeships)

## Objective Assessment

- ? Describe the process to be utilized for assessment of youth.
- ? Describe how the bidder will address a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes (including non-traditional), supportive service needs, and developmental needs.
- ? Indicate appropriate testing and other instruments that will be used.

## Case Management and Support Services

- ? Describe the bidder's case management component for participants.
- ? Discuss the Individualized Service Strategy (ISS) including the employment goal, appropriate achievement objectives, and appropriate services. (i.e., GED, remedial training, skill training, work experience, pre-employment activities, placement, etc.)
- ? Describe the bidder's process for updating the ISS.
- ? Discuss the bidder's method of ensuring the provision of supportive services needed to maintain a participant during participation and follow-up period.
- ? Describe how the bidder would determine when to Exit a participant from the program.

### **C. Collaboration/Partnerships (10 points)**

Describe coordination efforts with other agencies in regard to programming including recruitment, coenrollments, and referrals. If partnering to provide the program elements described in section D. below, describe how the partner(s) will ensure follow through and coordination of services. How will these partnerships leverage and/or save youth dollars in the community?

## One-Stop Coordination

- ? Describe how the bidder will coordinate with the WIA One-Stop.
- ? How will staff coordinate with WIA One-Stop staff and partner agencies? Describe the client flow. (If applicable)

### **D. Required Program Elements (10 points)**

The following elements must be addressed in the bidder's program design. Elements can be made available directly or through partnerships. The primary goals are meeting individual needs and continuity of services. All youth do not need to take part in each of these elements, but each must be made available in a substantial way. Follow-up services must be offered to all youth participating in a funded program.

### Ten Required Program Elements for Youth:

- (1) **Tutoring**, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- (2) **Alternative secondary school services**, as appropriate;
- (3) **Summer employment opportunities** that are directly linked to academic and occupational learning;
- (4) As appropriate, **paid and unpaid work experiences**, including internships and job shadowing;
- (5) **Occupational skill training**, as appropriate; (i.e., Meeting the demands of business/high growth industries: healthcare, apprenticeships, and other WIB identified priorities.)
- (6) **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- (7) **Supportive services**;
- (8) **Adult mentoring** for the period of participation and a subsequent period, for a total of not less than 12 months;
- (9) **Follow-up services** for not less than 12 months after the completion of participation; (You do not need to address in this section, but below in **section E. Follow-up Services**)
- (10) **Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling and referral, as appropriate.✍

- ? Briefly describe each element and how the bidder will ensure the youth have access to these elements. Identify the services the bidder will be providing directly. If the bidder will not be directly providing the service, describe who will be providing them. (The ninth element, follow-up will be addressed in a separate section below, E. Follow-up.)
- ? Provide a detailed schedule of participant activities. Describe the location of activities.
- ? Describe the strategies to be used to motivate, and/or reward positive participation in the program; and (where appropriate) describe participant payroll, incentive, or payment.

### **E. Follow-up Services (15 points)**

All youth participants *must* receive some form of follow-up services for a minimum duration of 12 months. Follow-up begins once the youth is exited from the program. The types of services provided and the duration of services must be determined based on the needs of the individual.

Follow-up services for youth include the following:

- ✍ Leadership development
- ✍ Support Services
- ✍ Regular contact with youth participant's employer including assistance with work related problems
- ✍ Assistance in securing better paying jobs, career development and further education.
- ✍ Work-related peer support groups
- ✍ Adult mentoring
- ✍ Tracking the progress of youth employment after training

Describe the follow-up services you plan to utilize with youth in the bidder's programs. Describe how the bidder will provide follow up for carry-in youth (**youth currently enrolled in the WIA system from the prior year's program**).

### **F. Outcomes (15 points)**

Successful proposals will emphasize program outcomes. The following is a description of the initial performance outcomes and outputs used to measure program success. Additionally, there are seven specific youth performance standards under WIA. Three are related to the younger



youth population and four are related to the older youth population. Customer Satisfaction applies to both Older and Younger Youth.

### Outcomes

Outcomes are changes seen in the participant as in attitudes, behaviors, knowledge, and skills during the program. Describe how the bidder will achieve measurable **outcomes** (e.g., credential rates, GED/High School Diploma rates, and basic skills rates/substantial learning gains, such as grade level improvement).

### Outputs

Outputs demonstrate that services and products have been delivered. Outputs do not necessarily indicate whether a program is on track to meet outcomes, but that services were provided. Describe the bidder's program in terms of **outputs** (e.g., number of unduplicated youth served, frequency of services/ten WIA elements, number of classes held, participant attendance rates). How many participants does the bidder plan on serving and in what activities? (Indicate in Attachment A) How will the bidder document these activities?

### Client Tracking and Performance Standards

- ? Describe how clients will be tracked and monitored.
- ? Describe the Management Information System and/or Data System that will be utilized to insure quarterly reports are submitted to LCWDA.
- ? Describe how the bidder will ensure meeting WIA performance standards for registered participants including:

#### **Older Youth 19-21:**

Older Youth Entered Employment Rate, 63%-50.4%;  
Older Youth Employment Retention Rate, 78%-62.4%;  
Older Youth Earnings Change in 6 months, \$2,485-\$1,988;  
Older Youth Employment and Credential Rate, 45%-36%

#### **Younger Youth 14-18:**

Younger Youth Employment and Credential Rate, 70%-56%;  
Younger Youth Diploma or Equivalent Attainment Rate, 52%-41.6%;  
Younger Youth Retention Rate, 55%-44%,

**Customer Satisfaction:** Participants, 76.5%-61.2%, Employer, 71.4%-57.1%

(Note: Above standards are for FY05, current year. Next years standards are not yet available.) In order to pass performance standards, a score of 100-80% for each measure must be met as in the ranges indicated above.

## ATTACHMENT A

NAME OF BIDDER

TYPED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE      DATE SIGNED

ADDRESS

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

TOTAL DOLLARS REQUESTED \_\_\_\_\_  
TOTAL PARTICIPANTS TO BE SERVED \_\_\_\_\_  
COST PER PARTICIPANT/PLACEMENT \_\_\_\_\_

### TYPE OF PROGRAM PROPOSED:

10 WIA Elements/ Activities:	WIA Funded or Referred	Average Cost for Activity*	# Of In-School Youth be served	# Of Out-of School Youth to be served
1. Tutoring and Dropout Prevention				
2. Alternative Education				
3. Summer Employment				
4. Work Experience				
5. Occupational Skill Training				
6. Leadership Development				
7. Supportive Services				
8. Adult Mentoring				
9. 12 Month Follow-up				
10. Guidance and Counseling				
Other Costs				
Totals: (Unduplicated count)				

\*Sum Total of "Average Cost for Activity" column *must* equal the total program budget computed in Budget E-2.

**ATTACHMENT B**

**REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

The name and telephone number of the person(s) who has (have) the authority to submit proposals:

\_\_\_\_\_

The name and telephone number of the person(s) who has (have) the authority to sign contracts:

\_\_\_\_\_

The bidder's organization type (e.g. corporation, sole proprietorship, post-secondary education institution, etc.)

\_\_\_\_\_

Status of bidder's organization or business:

Public agency \_\_\_\_\_

Private non-profit \_\_\_\_\_

Private for-profit \_\_\_\_\_

Other \_\_\_\_\_

Bidder's date of inception \_\_\_\_\_

Date of establishment/incorporation:

\_\_\_\_\_

Federal Employer Identification Number (FEIN):

\_\_\_\_\_

Worker's Compensation Account Number:

\_\_\_\_\_

Unemployment Insurance Account Number:

\_\_\_\_\_

Is the bidder co-owned or controlled by a parent company or organization?

\_\_\_\_ Yes \_\_\_\_ No

If yes, name of parent company or organization \_\_\_\_\_

**Attachment B** (continued)

Is the bidder authorized/licensed to do business in the State of Ohio?

☐ Yes ☐ No

Has bidder ever filed for reorganization under the bankruptcy laws of Ohio or any other state?

☐ Yes ☐ No

If yes, what was the date and disposition of this action?

Is the bidder bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?

☐ Yes ☐ No

If yes, has the bidder filed all required EEO reports to the necessary agencies?

☐ Yes ☐ No

**The bidder certifies that it is neither barred nor suspended under Federal and State rulings from receiving federal funds.**

☐ Yes ☐ No

Does the bidder have current or future plans for a buyout or sale to another person or entity?

☐ Yes ☐ No

The bidder certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals.

☐ Yes ☐ No

The bidder certifies it will not use the contract funds to lobby.

☐ Yes ☐ No

The bidder certifies it is a drug-free work place.

☐ Yes ☐ No

The bidder certifies it is not delinquent on any federal debt.

☐ Yes ☐ No

# NON-COLLUSION CERTIFICATE

**I certify that I am the:**

# TITLE

**And the duly authorized representative of:**

**BIDDER'S NAME**

## ADDRESS

CITY

STATE

**ZIP CODE**

**And that neither I nor to the best of my knowledge, information, and belief, the above named firm or organization nor any of its other representatives I hereby represent have:**

**(a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;**

**(b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.**

**In making this affidavit, I represent that I have personal knowledge of the matters and acts here stated.**

**Signed:**

Type Name:

**Date:**

## Fiscal Specifications and Budget Preparation

### **General Rules for Costs:**

All proposed costs must be necessary and reasonable for the proper and efficient operation or administration of the WIA activity, and must be allocable (e.g., their eventual use can be identified). The following types of costs may *not* be charged to this proposal:

- ? Any cost which is either not authorized or is prohibited by federal, state, or local laws, regulations, or policies, or the terms of LCWDA grant(s).
- ? Any cost charged, or used to meet the cost sharing or matching requirement of any other federally funded program in either the current or a prior period.
- ? Costs for activities, programs, or services which are currently being provided with non-WIA funds. Bidders may be required to submit documentation of current level of services and/or funding.

Proposed costs must be consistent with policies, regulations, and procedures that apply uniformly to other activities of bidder's organization.

Costs arising from the operation of another federal grant or WIA program may not be shifted to the proposed WIA activity's budget to overcome fund deficiencies, avoid restrictions imposed by law or grant agreements, or for other reasons.

Applicable credits such as rebates, discounts, refunds, and overpayment adjustments, as well as interest earned on any of these funds, shall be credited as a reduction of costs if received during the same funding period that the cost was initially charged. Credits received after the funding period shall be returned to Fiscal Agent for transmission to the U.S. Department of Labor.

### **Bonuses:**

The payment of bonuses to employees in addition to their standard salary or hourly wage is allowable to the extent that total compensation for the individual employee is reasonable, the payment is in accordance with the bidder's applicable OMB Circular regulations, and is pursuant to an established written personnel policy approved by LCWDA and by the WIB.

### **Back Pay:**

Under the conditions set forth below, certain forms of back pay are allowable:

- ? Back pay resulting from violations of federal labor laws or the Civil Rights Act of 1964 is allowable only to the extent that it represents additional pay for services performed for which employees were underpaid. However, back pay is unallowable if it represents anything other than such an underpayment, such as for an improper discharge of, or discrimination against an employee.
- ? Back pay to employees for the difference between past and current wage rates for work

performed without a contract or labor agreement during labor management negotiations, or during the period of governmental appropriation process, is allowable. Such back pay to non-union employees is also allowable.

- ? All other back pay is disallowed.

### **Severance Pay:**

Payments in addition to regular salaries and wages, made to workers whose employment is being terminated, are allowable to the extent that, in each case, they are required by law, employment agreement, or established written policy. Settlements that are negotiated payments made upon termination or as a result of a grievance are not allowable. Allowable payments shall be allocated to the appropriate cost category.

### **Payroll and Distribution of Time :**

Amounts charged to WIA programs for personal services shall be based on payrolls documented in accordance with generally accepted practices. Time and attendance or equivalent records shall support payrolls for individual employees and shall be signed by the individual employee and by a responsible supervisory official attesting that the records are accurate and true to the best of their knowledge and belief. Salaries and wages of employees chargeable to more than one cost objective shall be supported by appropriate cost distribution records. The method used shall produce an equitable distribution of time and effort, and:

- ? Where time distribution reports are used, these reports shall reflect an after-the-fact determination of the actual activity of each employee. Budget estimates determined before the services are performed do not qualify as support for charges to the program.
- ? Where time distribution reports are used, these reports shall be signed by the individual employee and by a responsible supervisory official.
- ? Regardless of the method used, each report shall account for the total activity for which the employee is compensated and which is required in fulfillment of their obligations to the organization.
- ? Salaries and wages of employees used as stand-in costs shall be supported in the same manner as salaries and wages claimed for reimbursement from LCWDA.

<b>Indirect Costs and Shared Costs</b>
--

Bidder may not charge any indirect cost to the proposed budget without submitting written evidence to LCWDA that it has obtained prior approval of an Indirect Cost Allocation Plan from a federal agency from which it is receiving funds. The Fiscal Agent has the responsibility for approving bidder's indirect cost rate in its proposal.

If shared costs are being charged to the proposed budget, the allocation methodology used to determine the allocation to this proposal must be clearly documented and disclosed in the proposed budget. The proposed budget must state the source and amount of any funds anticipated from other sources that may contribute to the completion of the proposed project.

## **Program Income**

Program income means income received by the contractor directly generated by an activity supported by a WIA contract, or earned only as a result of the contract. Program income includes income from fees or services performed and from conferences; income from the use of rental of real or personal property acquired with funds; income from the sale of commodities or items fabricated under the contract; revenues earned by a governmental or private non-profit service provider under a reimbursable award that are in excess of the actual costs incurred in providing the service; and interest income earned on advances of funds. Any fees received by the contractor from other agencies for certifying WIA participant forms or entering participant data into any participant information system must be included as program income.

Costs incidental to the generation of program income, if not already charged to the contract, must be subtracted from the amount earned to establish the net amount of program income available for use under the contract.

A contractor may retain any program income generated by WIA funds only if such income is added to the funds committed to the particular WIA contract under which it was earned; and such income is used for WIA purposes and under the terms and conditions applicable to the use of contract funds. Program income is subject to WIA classification of costs and administrative cost limitations. Program income may be allocated to both administrative and program cost categories based on the proportionate share of actual costs incurred attributable to each category. Program income shall be used prior to the closeout of the program year to which the earnings are attributable and returned if not used. Contractors have 30 days to submit billing from end of contract date. No invoices will be accepted past that date.



NO FINDINGS FOR RECOVERY AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(NAME) (TITLE) (NAME OF BIDDER)  
 affirm that at the time that I submitted the bid for \_\_\_\_\_  
(BID TITLE)  
 to the Board of Lucas County Commissioners on \_\_\_\_\_ that  
(DATE)  
 \_\_\_\_\_ Has an/ has no unresolved  
(NAME OF BIDDER) (CIRCLE ONE)  
 finding for recovery from the State Auditor per Ohio Revised Code  
 Section 9.24.

(If there is unresolved finding for recovery from the State Auditor,  
 complete the following section)

The amount of unresolved finding for recovery due the State Auditor is  
 \_\_\_\_\_ and unpaid penalties and interest are \_\_\_\_\_.  
(AMOUNT) (AMOUNT)

\_\_\_\_\_  
(SIGNATURE)  
 \_\_\_\_\_  
(COMPANY)  
 \_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
(NOTARY)

My Commission Expires:

\_\_\_\_\_

### **Budget Information- 20 points (For Attachment E1-E2)**

- 1.) Under section "I. Staff Costs", identify all program personnel having direct client contact or personnel who directly supervise staff working with clients. As a general guide, any supervisory position not having some direct client contact or direct supervisory responsibility for staff working with clients is defined as an administrative position. In addition, other non-training functions such as bookkeeping, auditing, etc. are considered administrative. These Administrative costs will be funded under "Indirect Costs" for bidders having an approved indirect cost plan. Bidders with no indirect cost plan should list administrative positions under Section I, Staff Costs.
- 2) Specify rate or percent applied to salaries for the fringe benefits provided to an employee of the bidder.
- 3) Specify the item(s) and dollar amount being requested which is directly related for the program (e.g., Director's Insurance).
- 4) Instead of direct administrative costs, should the bidder apply an Indirect Cost Rate, provide percentage and amount. In addition, to validate this rate, provide either bidder's U.S. Government Certified Indirect Cost Rate Agreement or certificate as validated by bidder's accounting firm.

**Note: Attachments E-1 and E-2 may be recreated on bidder's electronic spreadsheet (i.e., Excel) as long as bidder has each item listed. Be sure to include the "Program Breakdown" identifying how many In-school and /or Out-of-school, bidder will be serving.**

## BUDGET

Direct Costs		Projected Line Item Budget Costs		
I. Staff Costs		A. In-School	B. Out of School	C. Total
A. Salaries	% Of Time to Program			
B. Payroll Related Expenses				
C. Consultation Fees				
I. Total Staff Cost:				
II. Operational Cost				
A. Travel				
B. Consumable Supplies				
C. Occupancy				
D. Insurance				
E. Other- Miscellaneous				
II. Total Operational Cost:		A	B	A+B=C

## BUDGET FORM

	Projected Line Item Budget		
	A. In-School	B. Out of School	C. Total
<b>III. Equipment Costs</b>			
<b>A. Equipment Subject to Depreciation</b>			
<b>B. Small Equipment Purchases</b>			
<b>C. Leased and Rented Equipment</b>			
<b>D. Equipment Repair and Maintenance</b>			
<b>III. Total Equipment Cost:</b>			
<b>1. TOTAL DIRECT COST:</b>			
(Total Staff Cost+ Operational Cost +Total Equipment Cost)			
<b>2. Indirect Cost (Rate %)</b>			
(Total Direct Cost * Rate= Indirect Cost)			
<b>3. Training Cost/Stipend</b>			
<b>TOTAL PROGRAM BUDGET FOR CONTRACT SERVICES* (Lines 1 through 3)</b>	<b>A</b>	<b>B</b>	<b>A+B=C</b>
Amount to be reimbursed through units of service delivery (85% of Total Program Budget for Contract)			
Amount to be reimbursed for meeting all applicable WIA Outcomes and Outputs (15% of Total Program Budget for Contract)			

Program Breakdown	# Of Participants	% Of Total Participants	Budget Allocations (% Of Total Participants X Total Program Budget)
In-School			
Out-of-School			
<b>Total</b>			

EXAMPLE	# Of Participants	% Of Total Participants	Budget Allocations
In-School	50	40%	\$320,000
Out-of-School	75	60%	\$480,000
<b>Total</b>	<b>125</b>	<b>100%</b>	<b>\$800,000*</b>

## **Conflict of Interest/Non-Disclosure Statement**

I \_\_\_\_\_ acknowledge that I have been appointed to conduct a review of certain proposals for the provision of goods and services to the Lucas County Workforce Investment Board acting by and through the Lucas County Workforce Development Agency, an agency of the Lucas County Board of Commissioners.

**I understand and acknowledge that my review of the proposal(s) could be a factor in the determination of whether that (those) proposal(s) is (are) accepted or not. I hereby attest and affirm that no conflict of interest, personal organizational, real or apparent, exists with respect to my participation in the aforementioned review. If during the course of reviewing any proposal I become aware of an actual or potential conflict of interest with that proposal, I will notify the Director of the Lucas County Workforce Development Agency, or his/her designee at (419) 213-6300 and seek his/her advice on whether to withdraw from the review of that proposal.**

**Furthermore, I will not disclose any information obtained in my review of a proposal to anyone except other reviewers officially assigned to review that proposal. The information I agree not to disclose (except as otherwise permitted) includes, but is not limited to: the number of respondents to a solicitation for proposals; the names of individuals and organizations that respond, technical information and cost/pricing data of the respondents.**

**At no time during or after the review of any proposal will I disclose any information regarding the review of a specific proposal and/ or the review process itself except to individuals authorized to receive such information or as may otherwise be permitted by law. In the event an unauthorized individual seeks such information from me, I shall immediately refer them to the agency official responsible for the procurement.**

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**Signature**

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**Title**

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**Date**

**WORKFORCE INVESTMENT BOARD OF LUCAS COUNTY**  
**Workforce Investment Act-Title I Youth**

**Proposed Evaluation Criteria**

Proposal Number: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

<b><u>Criterion:</u></b>	<b><u>Points:</u></b>
<b>Budget:</b> Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds; cost/price analysis. Bidder's administrative environment and fiscal responsibility.	_____ (0-20)
<b>Organizational Capabilities:</b> Previous successful experience in operating similar programs. Qualifications of bidder's personnel who will be providing the activity.	_____ (0-15)
<b>Service Delivery:</b> Completeness and quality of planned program=s activities and services to clients.	_____ (0-15)
<b>Collaboration/Partnerships:</b> Bidder's ability to assure comprehensive system delivery.	_____ (0-10)
<b>Required Program Elements:</b> Extent to which the proposed program's design incorporates the ten WIA youth elements.	_____ (0-10)
<b>Follow up Services:</b> Bidder's ability to ensure that all current and future youth are supported, retained and successful in program activities after exit.	_____ (0-15)
<b>Outcomes:</b> Bidder's ability to achieve goals, track clients and meet performance standards.	_____ (0-15)
<b>TOTAL POINTS</b>	_____ (0-100)
Total of 100 Points Possible - Must Score 70 or More Points to Qualify.	

## Workforce Investment Act, Title I State Performance Measures

In order to pass performance standards, a score of 80% for each measure must be met.

In order to qualify for state incentives, a cumulative score of 100% for each program area must be met and no score for any measure may fall below 80%.

Program Area	Measure	State Level Year 3	80% of State Level Year 3	State Level Year 4	80% of State Level Year 4	State Level Year 5	80% of State Level Year 5
Adult	Entered Employment Rate	72.0%	57.6%	71%	56.8%	71%	56.8%
	Employment Retention Rate	81.0%	64.8%	82%	65.6%	82%	65.6%
	Earnings Change in 6 months	\$3,750	\$3,000	\$2,825	\$2,260	\$2,543	\$2,034.4
	Employment and Credential Rate	65.0%	52.0%	62%	49.6%	63%	50.4%
Dislocated Worker	Entered Employment Rate	81.0%	64.8%	78%	62.4%	78%	62.4%
	Employment Retention Rate	88.0%	70.4%	88%	70.4%	88%	70.4%
	Earnings Replacement Rate in 6 months	93.0%	74.4%	88%	70.4%	88%	70.4%
	Employment and Credential Rate	65.0%	52.0%	66.3%	63.04%	66.3%	53%
Older Youth 19-21 yrs.	Older Youth Entered Employment Rate	67.0%	53.6%	61%	48.8%	63%	50.4%
	Older Youth Employment Retention Rate	77.0%	61.6%	78%	62.4%	78%	62.4%
	Older Youth Earnings Change in 6 months	\$3,200	\$2,560	\$2,761	\$2,208.8	\$2,485	\$1,988
	Older Youth Employment and Credential Rate	55.0%	44.0%	42%	33.6%	45%	36%
Younger Youth- 14-18 yrs.	Younger Youth Skill Attainment Rate	77.0%	61.6%	60%	48%	70%	56%
	Younger Youth Diploma or Equivalent Attainment Rate	60.0%	48.0%	52%	41.6%	52%	41.6%
	Younger Youth Retention Rate	55.0%	44.0%	50%	40%	55%	44%
Customer Satisfaction	Participants	75.0%	60.0%	76.5%	61.2%	76.5%	61.2%
	Employer	70.0%	56.0%	71.4%	57.12%	71.4%	57.12%

## **Checklist of Items to be Returned with Proposal**

- \_\_\_\_\_ **“Cover Page” Attachment A**
- \_\_\_\_\_ **“Checklist of Items to be Returned with Proposal”**
- \_\_\_\_\_ **“Representation, Assurances, and Certification” Attachment B**
- \_\_\_\_\_ **Articles of Incorporation/Principal Officers**
- \_\_\_\_\_ **Organization’s Financial Statement**
- \_\_\_\_\_ **“Non-Collusion Certificate”, Attachment C**
- \_\_\_\_\_ **“No Findings for Recovery Affidavit”, Attachment D**
- \_\_\_\_\_ **“Budget”, Attachment E1-E2**
- \_\_\_\_\_ **Budget Narrative-Statement of Work (2 Page Maximum)**
- \_\_\_\_\_ **Indirect Cost Agreement (If applicable)**
- \_\_\_\_\_ **“Table of Contents” to begin Narrative**
- \_\_\_\_\_ **Program Narrative (20 Page Maximum)**
- \_\_\_\_\_ **ATTACHMENTS**
  - \_\_\_ **Organizational Chart**
  - \_\_\_ **Key Staff Biographies**
  - \_\_\_ **Key Staff Licensure**
  - \_\_\_ **Job Descriptions of Funded Staff**